



CITY OF SAN ANTONIO

P.O. BOX 839966 SAN ANTONIO TEXAS 78283-3966

Street Name Change Request Process

A letter is sent to the City Clerk's office requesting a street name change. The letter should include the reason for the change and be accompanied by the application fee.

The process:

- The process starts as soon as the request and the \$250.00 non-refundable application fee is received by the Street Name Change Coordinator in the Development Services Department
- Copies of the request are sent to City staff (Public Works, Historic Preservation, Fire and Police) for their input
- A letter is sent to US Postal Service for approval and courtesy letters sent to Bexar Metro 9-1-1 and City Public Service
- If the US Postal Service rejects the street name change, the process stops, the request is denied and the requestor is notified

If the US Postal Service approves the request:

- City staff drives to the location and conducts an inventory of street signs that will have to be replaced. This information is forwarded to Public Works for an estimate of the replacement cost. A letter will be sent to the requestor advising them of the cost and requesting payment.
- Thirty (30) days after the Street Name Change Coordinator's receipt of the request, a public hearing will be scheduled. This is coordinated through the Council District affected by the change. The date of the hearing shall not be more than ninety (90) days from the receipt of the application fees. The Council District also recommends the location, date and time of the hearing.
- Once the date and location have been established, a hearing notice is sent to all residents, businesses, and property owners affected by the change, to the requestor and, as a courtesy, to any neighborhood association whose boundaries include the designated street. A hearing notice is also sent to the members of the Committee conducting the hearing. These members are: the Directors of Public Works and Development Services (or their representative), the Councilperson (or his / her representative), an Assistant City Attorney and a community representative. The community representative is selected by the Councilperson and must be someone who will be affected by the name change.
- A notice of the public hearing is posted at City Hall and will be publicized on TVSA Channel 21.
- There will be a sign in sheet at the hearing for anyone one who wishes to speak.
- It is at this hearing that the Committee will decide whether or not to send the street name change request to the City Council. If the Committee does not approve the change, the process stops and the street sign replacement fees will be refunded.

- If the Committee approves the name change, it will be scheduled to be heard by the City Council and the requestor notified of the date.
- If the City Council rejects the name change, the street sign replacement fees will be refunded. If the City Council approves the name change, this department will notify City staff, the affected residents, businesses and property owners and as a courtesy to them, on their behalf, we will also notify the US Postal Service, Bexar Metro 9-1-1, City Public Service, SAWS, Bexar County Appraisal District, Mapsco, the Fire and Police Departments.
- A copy of the ordinance is sent to the requestor